



ANNOUNCEMENT FOR OPEN TESTING

Research Analyst I (General)

Final Filing Date: **February 13, 2014**

Bulletin Release Date: January 16, 2014

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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://jobs.ca.gov/Profile/StateApplication>, and may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 552-8351
	Selection and Certification Unit	
In Person:	1501 Capitol Avenue, Suite 71.1501	
By Mail:	MS 1300	
	P.O. BOX 997411	
	Sacramento, CA 95899-7411	

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **February 13, 2014**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SALARY RANGES: \$3841.00 - \$4810.00 per month.

POSITION DESCRIPTION: This is an entry, recruiting and developmental class for persons qualified to perform basic technical research and statistical work in one or more areas of a broad range of research fields as a background for advancement in State service. Employees are assigned duties and responsibilities commensurate with their background and training. Positions may be permanently assigned to this level when the major functions of the position do not include the more responsible, varied, independent and difficult assignments found in the full journeyman level of Research Analyst II (Various Classes). Work at this level is characterized by a reliance on proven techniques and methodologies and usually involves assignments in areas where a comparable body of knowledge and experimentation exists.

Positions exist with the Department of Health Care Services in **Sacramento**.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **February 13, 2014**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

General: Incumbents in this parenthetical are distinguished from other Research Analysts by being required to perform any combination of the general research and statistical duties. This parenthetical is most appropriate for those settings requiring a broad understanding of basic research and statistical methods and ability to synthesize data from a variety of disciplines. The general classes require an overall comprehension of research methodology and statistical procedures.

Either I

Education: Equivalent to graduation from college with any major, but with extensive course work in an area appropriate to the parenthetical specialty, such as economics, psychology, sociology, demography, geography, anthropology, statistics, or a related research-oriented field. This must include or be supplemented by at least one course in statistical methods.

(Registration as a senior in a recognized institution of higher education will admit applicants to the examination but they must produce evidence of graduation before they can be considered eligible for appointment.) (Work experience in the

California state service performing technical research-related duties appropriate to the parenthetical specialty may be substituted for the required education on a year-for-year basis.)

Or II

Six months of experience performing research-related duties in the class of Management Services Technician, Range B, and twelve semester or eighteen quarter units of college courses in economics, psychology, sociology, demography, geography, or a subject closely related to the work. Or

Twelve months of technical research-related duties in a class equivalent to that of Crime Studies Technician.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Supplemental Application weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed a Supplemental Application designed to elicit specific information regarding each candidate's education and experience relevant to the testing criteria. Be sure to include your current email address on your examination application. Responses to the Supplemental Application will be competitively assessed based on pre-determined rating criteria.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Basic qualitative and quantitative research methods and statistical techniques
2. Effective writing principles and skills used to prepare statistical and analytic reports
3. Computer software (e.g. Statistical Analysis Software, Access, Excel, SQL, etc.) that is used to extract data, perform calculations, and display results in charts and graphs
4. Arithmetic, algebra, and statistics to perform standard calculations used to undertake descriptive analytic projects

Ability to:

1. Complete assigned tasks in a timely and efficient manner
2. Exercise good judgment when handling sensitive and confidential data and/or materials
3. Reason logically and creatively when interpreting and summarizing complex information
4. Establish and maintain effective working relationships with other employees, outside agency personnel, and the general public

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans' Preference will be awarded in this examination, pursuant to Government Code Section 18973.1, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379